

Staffing Committee Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254

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9th March 2022

To: Members of the Staffing Committee of Kidsgrove Town Council

Dear Councillor,

You are summoned to a staffing committee meeting on Tuesday 15th March 2022, 6:00pm, at Kidsgrove Victoria Hall.

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies
Town Clerk

Business to be transacted

- 1) To receive and consider apologies for absence.
- 2) To note declarations of Members' Interests.
- 3) Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. (No individual to speak for more than 2 minutes without the permission of the chair.)
- 4) To receive and approve the minutes of the meeting held on Thursday, 5th August 2021. (Circulated separately and available on the website.)
- 5) To consider and recommend approval to Full Council or otherwise of an appraisal policy.
- 6) To review and consider recommending to Full Council adopting the NALC Equality and Diversity policy. (Circulated separately with the agenda)
- 7) To consider staff safety in relation to a recent break-in at the building and identity risks and potential solutions.
- 8) To consider the need for a lone-working policy and to discuss some of the issues to allow a draft to be drawn up.
- 9) To agree the date of the next meeting: To be agreed

Matters to be considered with the Press and Public Excluded:

- 10) Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.
- 11) To note that the pay award dated 1st April 2021 has now been agreed (1.75%). This will be reflected in the March 2022 pay and backdated to April 1st 2021.
- 12) To receive feedback on staff appraisals from the Clerk conducted using the draft policy.
- 13) To arrange the Clerk's appraisal based on the agreed draft policy.
- 14) To receive any further Clerk's reports and updates regarding other staffing matters and agree or otherwise any recommendations including the inclusion of the facilities officer in the pension scheme.
- 15) To consider and approve or otherwise that the clerk and assistant clerk be each allowed to carry one week's holiday entitlement over the next year (starting April 1st 2022).